

2007 PAYCHECK CALCULATOR INSTRUCTIONS

Please print these instructions so you can use the screen shots for reference.

It is recommended that you use the 2006 Paycheck Calculator and instructions to familiarize yourself with the process before you use the 2007 calculator.

This paycheck calculator uses the 2006 tax tables for Federal and State payroll taxes. The calculator will be updated as soon as the 2007 rates are available.

1. Click on the Paycheck Calculator button to get to the data entry screen.

A screenshot of a button with a light beige background and a thin black border. The text "Paycheck Calculator" is centered on the button in a bold, black, sans-serif font.

Paycheck Calculator

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Payroll and Benefit Information

BiWeekly Gross Wages: 1879.34 Pre Tax Plan: ☒ Retirement Plan: PERS

W4 Information

Federal

Marital Status: ☐ Single ☒ Married Allowance: 0

State

Marital Status: ☐ Single ☒ Married Allowance: 0

Healthcare and Coverages

Medical Plan: Medical - NewWest Medical Coverage: Employee Only Dental Coverage: Employee Only Vision Coverage: No Coverage

Working Families Tax Questions

Medical

Are you covering a non-qualified spouse/domestic partner? ☐ Click for Yes

Are you covering 1 or more non-qualified dependent child/ren? ☐ Click for Yes

Are all of your dependent child/ren non-qualified? ☐ Click for Yes

Dental

Are you covering a non-qualified spouse/domestic partner? ☐ Click for Yes

Are you covering 1 or more non-qualified dependent child/ren? ☐ Click for Yes

Are all of your dependent child/ren non-qualified? ☐ Click for Yes

Vision

Are you covering a non-qualified spouse/domestic partner? ☐ Click for Yes

Are you covering 1 or more non-qualified dependent child/ren? ☐ Click for Yes

Are all of your dependent child/ren non-qualified? ☐ Click for Yes

Bi-Weekly Deductions

State Share: 278.50

Deferred Comp: 25

Basic Life: 0.88

Optional Life Plan C: 11

Long Term Disability: 0

AD&D: 0

Medical FSA: 66.66

Dependent Care FSA: 1.08

FSA Admin Fee: 0

Supplemental Life: 12

Dependent Life: 0

Optional Life Plan C After Tax: 8.1

Long Term Care: 0

Other (Pretax): 81.45

Other (After Tax): 18.5

Buttons: Print, OK

2. Enter your expected gross earnings + \$278.50 (State Share) into the BiWeekly Gross Wages field.
3. Select the Pre Tax Plan box if you have your insurance premiums withheld before taxes. Make sure the box is not checked if you pay for your premiums after tax.
4. Use the Retirement Plan drop down menu to select the type of retirement plan you are participating in.
5. Enter your W4 information for both Federal and State taxes.
6. Select your medical plan from the Medical Plan drop down menu.
7. Select the medical coverage you have from the Medical Coverage drop down menu.
8. Select your dental coverage from the Dental Coverage drop down menu.
9. Select your vision coverage from the Vision Coverage drop down menu.
10. Answer the Medical, Dental, and Vision questions by checking the appropriate box. If your answer is no to a question, leave the boxes unselected.
11. Enter your bi-weekly pre-tax deductions (can be obtained in your 2007 annual change booklet) in the appropriate field. Note: The 2007 State Share amount here is \$278.50.
12. Enter the total of any other pre-tax deduction you may have in the Other (Pretax) field.
13. Enter the total of any after-tax deductions you have in the Other (After Tax) field.
14. If you have imputed income on your Optional Life Plan C, enter the amount from one of your 2006 pay advices in the Optional Life Plan C After Tax field.
15. Select the OK button to calculate your check.

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UserForm2

Paycheck Estimator

Gross Wages	1879.34
Travel Pay	0.00
Fed Withholding	129.14
Fed OASDI/Dis	93.22
Fed FICA-MHI	21.80
MT Withholding	66.00
Retirement	110.46
Pre Tax Deductions	408.97
After Tax Deductions	30.50
Plan C Imputed Income	8.10
WFTRA Imputed Income	0.00
Net Pay	1019.26

Print

16. The Paycheck Estimator provides your estimated net pay based on the information you input on the previous pages.